

Classification Title	Assistant City Manager
Classification	Unclassified
FLSA STATUS	Exempt
Adopted	
Revised	

General Description

Under general direction of the City Manager, the Assistant City Manager performs complex, professional-level duties managing the City's Economic Development Program; develops and provides policy guidance and interpretation to staff regarding most facets of the City's governmental organization and administration; represents the City to residents, the community, elected officials and outside agencies; explains and interprets City programs, policies and activities; prepares staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.

Job Duties

Economic Development

- Leads economic development efforts of the City, including recruitment and retention of businesses and business expansion; handles all administrative and compliance reports with various grants.
- Is responsible for the administration and oversight of the City's economic development initiatives, goal-setting, programs and activities. Coordinates economic development incentive programs and identifies new opportunities to improve business retention and business recruitment.
- Designs, implements, monitors the success of economic development programs such as business attraction, commercial revitalization, business retention and marketing key development sites.
- Prepares grant proposals and applications, contracts and other necessary documents that may be required to support economic development.
- Prepares and/or supervises the administration of grant applications.
- Conduct surveys and performs moderately complex research and statistical analyses as requested; prepare related reports.

Administration

- Contributes to the City's Social Media presence.
- Assists with the implementation of and tracking of the City's strategic plan.
- Provides the City Manager with accurate and timely information to support decision-making and policy direction.
- Interprets and enforces City policies.
- Meets with departments as requested to answer questions and discuss matters regarding programs and policies.
- Provides assistance to the City Manager, research issues, make recommendations and prepares presentations and written communication on a variety of issues and special projects.
- Assists City Manager with annual budget preparation and negotiation with Department Heads, including presentation of the recommended budget to the Governing Body.
- Assists City Manager in the preparation of the Capital Improvements Program including negotiation with staff, presentations and consultations with the Planning Commission and Governing Body.
- Manages and coordinates the development and implementation of special projects as assigned by the City Manager.
- Serves as "acting" City Manager during absence of City Manager in all meetings; i.e., City Council Meetings, staff meetings, and public speaking engagements.
- Performs related duties as assigned.

Essential Abilities, Knowledge, Skills

Ability to:

- Prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; communicate effectively verbally and in writing;
- Conduct research for grant funding and apply for grants;
- Organize work and plan program implementation to provide efficient operation;
- Perform a wide variety of administrative duties on behalf of the City Manager, with little or no supervision
- Research, compile and summarize a variety of informational and statistical data and materials.
- Analyze and define problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Use initiative and independent judgment.
- Work independently while exercising sound judgement and initiative and as part of a multi-disciplined team.
- Maintain strict confidentiality and exhibit diplomacy, tact, and discretion at all times.
- Work closely with department directors, elected officials, governmental agencies, service organizations, etc. in a collaborative and effective manner to achieve positive results.
- Develop and maintain collaborative working relationships with all levels of staff, management, elected officials, committees, collective bargaining units, community organizations and the general public.

Knowledge of:

- Applicable state, federal and local ordinances, laws, rules and regulations.
- All computer applications and hardware related to performance of the essential functions of the job.
- Modern policies and practices of public administration; working knowledge of municipal finance, grants administration, human resources, public works, planning, public safety, parks, information technology, and economic development; Knowledge of principles and practices of planning, zoning, economic development and related fields.
- Regional business, regulatory and financing techniques for economic development activities.
- Recordkeeping, report preparation, filing methods and record management techniques.
- Analytical skills necessary to develop and implement mission, goals and procedures;
- HR practices, laws, and regulations impacting major policy areas within human resources. Knowledge required in the areas of employee and labor relations, recruitment, talent management, salary and benefits administration, workers' compensation and risk management.
- Strategic Planning concepts and practices.

Skill in:

- Project management with the ability to manage multiple overlapping projects spanning several months.
- Analytics with the ability to analyze complex issues and make sound recommendations.

Minimum Qualifications

- Five (5) years of responsible professional experience in municipal administration, planning and zoning, economic development; and
- Equivalent to a master's degree from an accredited College or University in Public Administration, Economics, Public Policy, Urban Planning, or closely related field; or
- A combination of experience and education that would provide the required skills

Preferred Qualifications

- Ten (10) years of professional related experience.

Physical and Mental Abilities

Rarely: Hand-Eye Coordination, Visual Inspection, Climbing Ladders, Color Distinction, Grasping, Holding, Crawling, and Lifting (61lbs – over 100lbs)



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Occasionally: Standing, Walking, Pushing/Pulling, Climbing Stairs, Hand-Eye Coordination, Bending Over, Squatting, Reaching Overhead, and Lifting (0lbs – 60lbs).

Frequently: Finger Dexterity, Reading, and Writing.

Constantly: Hearing, Talking, and Sitting

Work is typically performed in a normal office environment. Flexible schedule is required to accommodate the needs of projects– may require some evening and/or weekend work in excess of 40 hours.

Position Description

Assistant City Manager